

**PROCEDURES TO ABOLISH/ESTABLISH POSITIONS
OHR-25**

1. No position will be abolished or established without an OHR-25 prepared by the Office of Fiscal Services (OFS) Budget Office for DGS Offices or Contracted Fiscal Services (CFS) for the Boards and Commissions. Email or telephone calls will not be accepted as authorizing the abolishment or establishment of a position.
2. The only exception to #1 is for those positions established as a result of the Governor's Budget. In this situation, for DGS positions, the Budget Office will prepare a memo listing the positions to be abolished or established, the effective date, and tenure.
3. The Contracted Fiscal Services (CFS) will prepare the OHR-25 for those positions to be abolished or established per the Governor's budget.
4. At other times during the fiscal year, the OFS (either the Budget Office or CFS) will prepare the OHR-25.
5. The transfer of positions between offices must be verified with OFS Budget Officer prior to processing the RPA from the requesting office. This is necessary to ensure the OFS concurs the funding allows for the requested action.
6. A Template has been created for easy completion of the new OHR-25.
Completion of the OHR-25 must include the following:
 - a. **Date:** Date of the request; tab to c.
 - b. **To:** Position Management Specialists
 - c. **cc:** Enter name of Personnel Specialist; tab to d
 - d. **From:** OFS, select either Budgets or CFS; tab to enter Analyst's name; tab to enter their telephone number; tab to e
 - e. **Dept/Board/Commission:** Enter the Office/Board/Commission; tab to f
 - f. **Fiscal Year:** Enter fiscal year as yy/yy; tab to g
 - g. **Division/Branch/Office:** Enter name of Div/Branch/Office; tab to h
 - h. **Unit Name:** Enter Unit name; tab to i
 - i. **Type of Request:** mark appropriate box with an 'X' (either abolish position and/or establish position depending on specific action required); tab to j
 - j. **Item 10 Statement:** This section will be completed by Budgets or CFS with the statement to be used by PTU on the 607; tab to k
 - k. **Position #/Classification Title and Effective Date:** List the position number, classification title and effective date for all positions needing action. **If abolishing and establishing positions on the same OHR-25, list all abolishment action(s) first and then all establishment action(s).**